

## Grants Manager at TechnoServe Kenya

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); TechnoServe works with enterprising people in the developing world to build competitive farms, businesses and industries. We are a nonprofit organization that develops business solutions to poverty by linking people to information, capital and markets. Our work is rooted in the idea that hardworking people can generate income, jobs and wealth for their families and communities. With more than four decades of proven results, we believe in the power of private enterprise to transform lives. Our success in creating business solutions to poverty is due in large part to our talented and highly committed team. TechnoServe employs more than people, the vast majority of them host-country nationals working in the field. Our staff combine business expertise with local knowledge, relationships and context to help hardworking men and women generate income, jobs and wealth for their families and communities. In , TechnoServe's work made a difference in the lives of 1.7 million people in more than 29 countries, creating a better life and better world for this generation and the generation to come.

### Position Description:

Reporting to the Deputy Program Director (DPD), the Grants Manager will support the establishment and oversight of a grant fund used to both catalyze private sector investment as well as engage local service providers in support of LSFF, and provide overall award support as the program expands and attracts additional investment. The Grants Manager will work closely with the Finance Manager, who will assist with compliance and capacity building of staff to implement financial management policies and procedures.

## **Primary Functions & Responsibilities:**

Establish a grants manual that outlines the terms and procedures for facilitating a catalyzation fund, including criteria for funding, application and review process, and monitoring disbursements

Conduct due diligence of fund subrecipients/subgrantees to assess their institutional capacity, internal controls and efficacy

Advise project team in establishing appropriate risk mitigation measures to include in subawards

Review newly awarded contracts, grants, and cooperative agreements to ensure terms and conditions are accurate and executable.

Facilitate startup and closeout for new awards to ensure audit readiness.

Prepare or review requests for donor approvals and modifications such as no-cost extensions, changes in key personnel, changes in the scope of work and program add-ons, and budget realignments.

Identify issues related to compliance that may arise during award implementation and propose solutions.

Build capacity of subaward staff through training and mentoring to ensure staff understands and adheres to award and procurement requirements according to relevant policies and procedures.

Monitor award closeout process and assist program/country staff in collecting necessary closeout documents following TechnoServe and donor regulations. Develop donor-specific close plans for use by country staff.

Maintain proper records of official contract documents, including awards, budgets, subawards, donor approvals, and other related documents.

Work with Finance Manager in review of the partners financial reports and budgets before they are approved.

## **Requirements**

### **Basic Qualifications:**

Bachelor's degree + 7 years' experience, or Master's degree + 5 years' experience preferably in Business, Finance, Economics, or related field,

Minimum of 5 years of experience, preferably in international development

Advanced proficiency in Excel.

Experience with USG funded programs

**Preferred Qualifications:**

Working knowledge of accounting practices and financial systems desired

**Knowledge, Skills and Abilities:**

Proven analytic and budgeting skills, including the ability to model the costs of different program designs.

Strong communication skills, including effective coordination with remote teams

Ability to travel internationally up to 25%

Fluency in English, verbal and written

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